

REVISED 1/23/2012

Cost of Certified mail increased from \$2.85 to \$2.95

Cost of Certified mail + .45C Stamp increased from \$3.29 to \$3.40

THIS IS THE UPDATED PROCESS TO PREPARE CERTIFIED MAIL.

Any one filing an application with the Planning Department will be required to incur costs for certified mailing of legal notices to abutters.

The process for legally noticing to abutters is as follows.

1. Obtain a certified abutters list from the Assessor's office.
2. Create 3 sets of type written labels that contain the full name, full street number, full street address, full city and state, & zip code of each abutter.
3. Create one set of return address labels as follows:

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| Town of North Andover 1600 Osgood Street Bldg. 20, Suite 2-36 Planning Department North Andover, MA 01845 |
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4. You will be required to obtain a postal service certified mail green and white slip. You can get them from the post office.
5. Affix one abutter label to the green & white slip.
6. Affix one abutter label to the actual envelope.
7. Affix the Planning Department return address label to the upper left hand corner of the envelope.
8. **Cost of postage for certified mail is \$0.45 + \$2.95 = \$3.40 per mailing envelope of which the applicant is responsible for, you will need to purchase the correct amount of postage stamps from the post office.**
9. Bring the envelopes along with the green & white slips and the proper postage to the Planning Department, they will insert the legal notice inside the envelope and then mail the envelopes out.
10. Bring the 3rd set of mailing labels to the Planning Department because these labels will be used to mail the decision to the abutters. Applicant is responsible for submitting a 0.45 cent stamp for each abutter to the Planning Department.

Please note: postage meter slips will not be accepted in lieu of stamps.